

## WESTMONT COLLEGE

### Admissions Counselor

#### Office of Admission

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**Position Summary:** Represents Westmont to prospective students, parents, high school counselors, pastors, youth leaders, and the community at large, recruiting and assisting in contacting and selecting qualified and diverse undergraduate students who meet Westmont's enrollment and academic standards.

#### **Requirements:**

Bachelor's degree; understanding of and commitment to high-quality Christian liberal arts education and multiculturalism; excellent written and oral communication skills. Must be a problem solver and able to deal with a variety of situations -"extra-mile" attitude. Ability to work independently within a team structure and effectively with a diverse constituency. Proficiency in Microsoft Office suite. Valid CA driver's license and clean driving record. Must be able to lift and carry travel displays and related materials. Evening and weekend work required from September to April as scheduled.

#### **Responsibilities:**

- Schedules, coordinates, and visits high schools, community colleges, and churches in assigned geographical areas to recruit prospective students. 8-10 weeks of travel per year will be required.
- Interviews and counsels prospective students and families about admission, financial aid, academic, and community life programs, and student life at Westmont. Counsels prospective students regarding the college search process. Develops effective relationships with high school and community college personnel, youth pastors and leaders, alumni, and others who may influence youth about their college decisions.
- Counselors are responsible for overseeing specific office processes according to the skills they exhibit such as: leading the housing interns and tour guides, web marketing and newsletters.
- Travels to assigned geographic market areas to meet specific recruitment goals.
- Contributes to the development of admission policies and procedures. Evaluates application files and recommends admission decisions.
- Assists in planning and coordinating special recruitment strategies and programs, both on and off campus, for prospects, their families, personnel of secondary schools and 2 year colleges, youth pastors/leaders, and other community leaders.
- Assists Office of Admission in providing tours for visitors when necessary.
- Assists in developing and implementing emerging electronic communication strategies while also determining how they should impact admission counseling efforts.
- Assists in the training of tour guides and student assistants when necessary.
- Assists and is present for all Preview Day, Monroe Scholars and Admitted Students events.
- Evening and Saturday work required.
- Other duties as assigned by the Dean of Admission.

**Reports to:** Dean of Admission

**Application Procedure:** Applications and resumes should be submitted to the Human Resources Department or mailed to Westmont College, Human Resources, 955 La Paz Road, Santa Barbara, CA 93108-1099.